1. Login
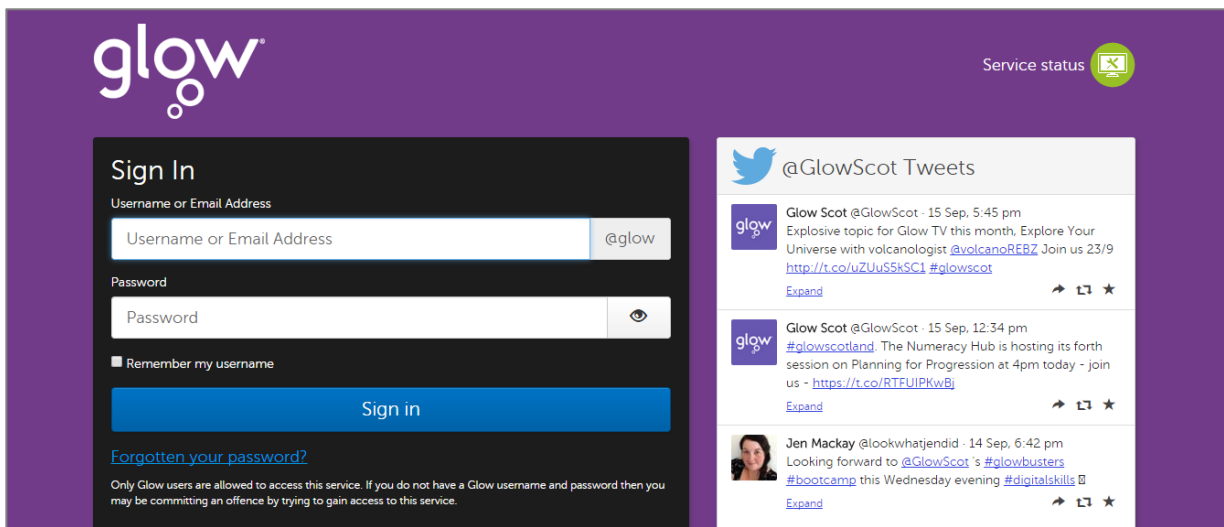
Go to glow.rmunify.com to login or search for *glow login* in your search engine.

Enter your *Username* and *Password* then click on **Sign in**
Your username is shorter than your email address, eg *gw15smithjohn*

If you don't know your username, please ask your teacher for this information.
If you have forgotten your password, your teacher can reset it for you. You may need to change this password on your next login.

2. My Launch Pad

On first login, you will be directed to Kilmarnock Academy's *Shared Launch Pad*.
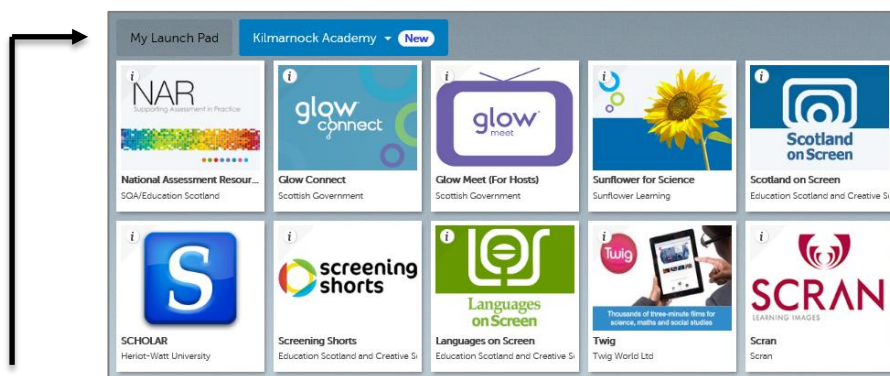

You can personalise your own by clicking on **My Launch Pad** and adding apps and links to pages and websites you'll use most often. A bit like adding to your favourites or bookmarks in other browsers.
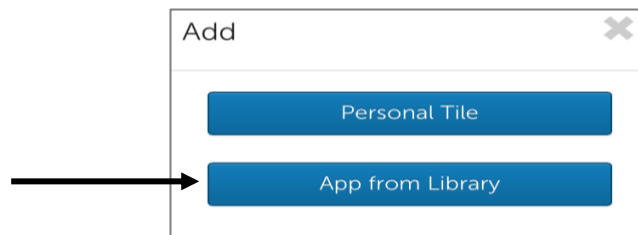
We recommend that for starters you add the following *Office 365 Apps* from the library.

- **Outlook**: to access your *Glow Mail*
- **School Site**: to access the *Subject Sites* and resources uploaded by your teachers
- **My Site**: to access your own *OneDrive* and personal information
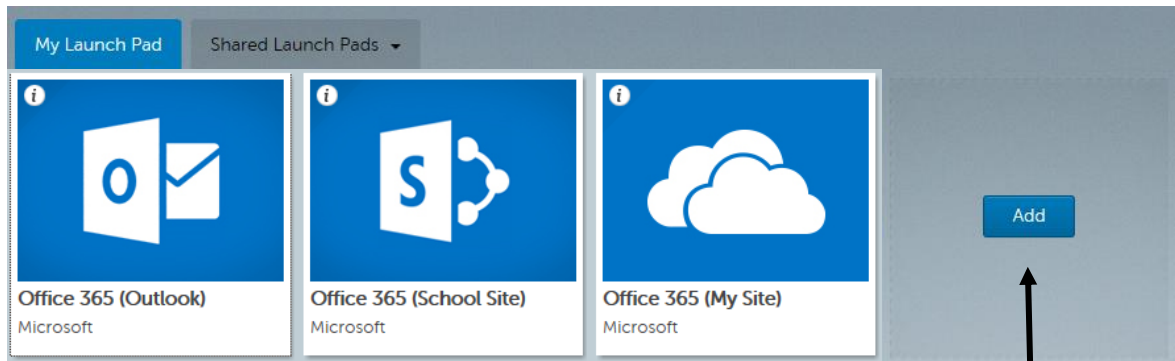
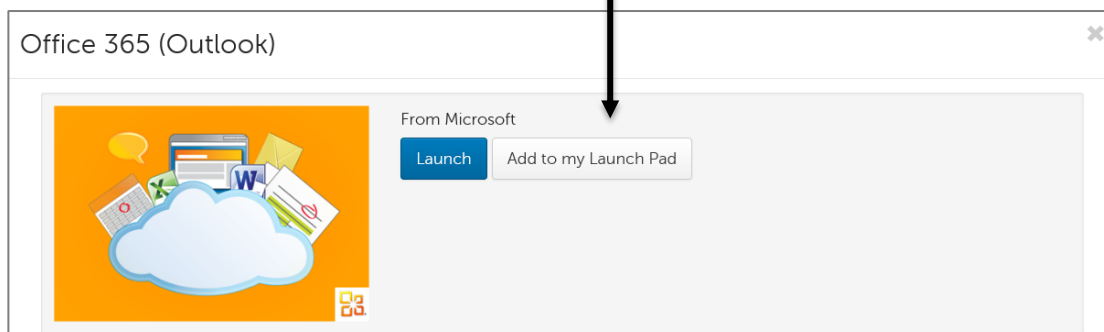Click on **Add** which appears in an empty square on your *Launch Pad*

Then click **App from Library**

Search for *Office 365* to find each of the recommended apps then click **GO**

Click on the App you want to add then click **Add to my Launch Pad**

With your own *Launch Pad* setup, you are now ready to explore Glow.

IMPORTANT – remember that you have signed an acceptable use policy in relation to your use of ICT in school. This means that you are expected to follow certain rules and any misuse or abuse will result in you losing your access to ICT in the school.

3. Outlook *(Glow Mail)*

As directed by your teachers, you may use your *Glow Mail* account for communication. You can access this from the *Launch Pad* by opening *Office 365 (Outlook)*.

You will need to setup your Outlook account the first time you access this.
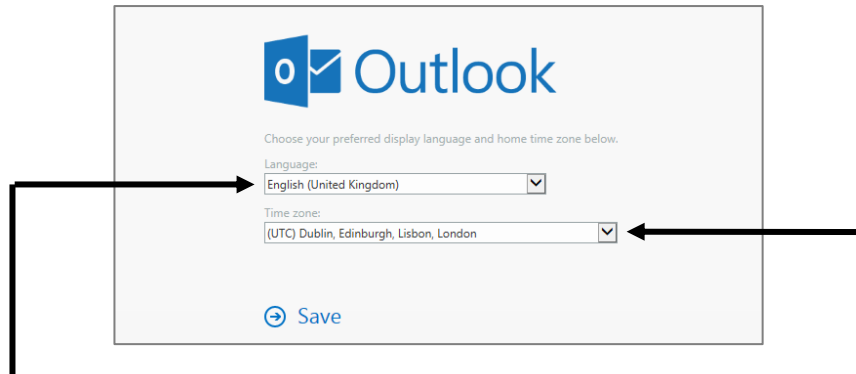
Choose your language **English (United Kingdom)** and Time Zone **(UTC) Dublin, Edinburgh, Lisbon, London** from the drop down menus, then click **Save**.
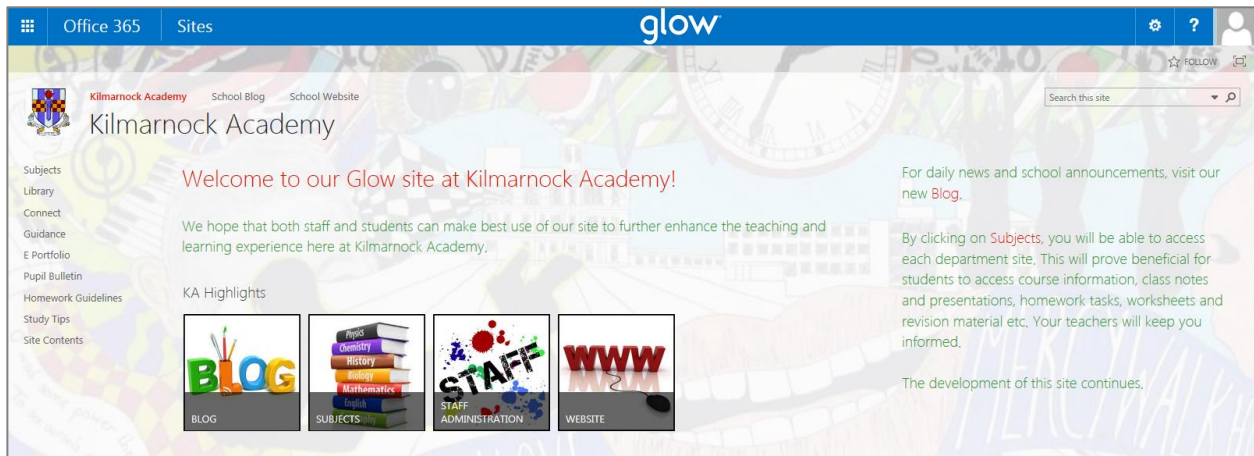
Your *Glow Mail* will then open to display your *Inbox*, similar to below.
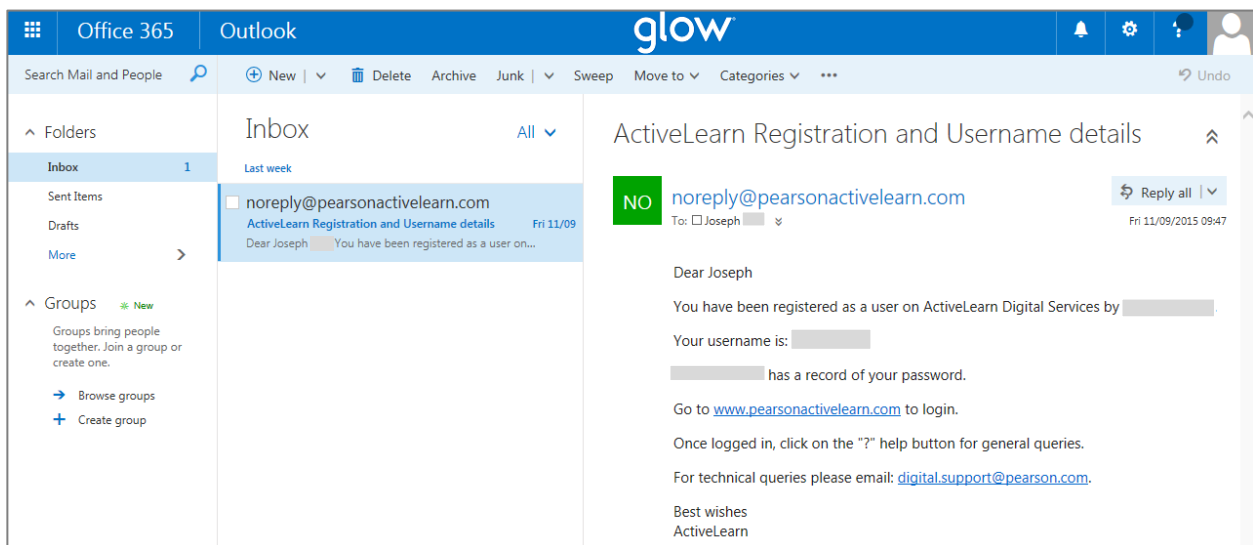
Remember that the Scottish Government has set this up for educational use and you are expected to use it appropriately at all times. Any misuse will lead to you losing access and use of ICT in school.

4. School Site

The app *Office 365 (School Site)* directs you the main Glow Site at Kilmarnock Academy.


Here you have a menu down the left hand side in addition to four main icons in *KA Highlights*.

BLOG

This is where the latest school news, important dates, and parental information is posted. Your parent/carer can access the Blog without logging in to Glow by directly visiting blogs.glowscotland.org.uk/ea/kilmarnockacademy

SUBJECTS

This is where you can visit each *Subject Site* for educational resources including homework, worksheets and revision materials. Your teachers will keep you updated on what has been recently added and what is already available. More details to follow in Section 5.
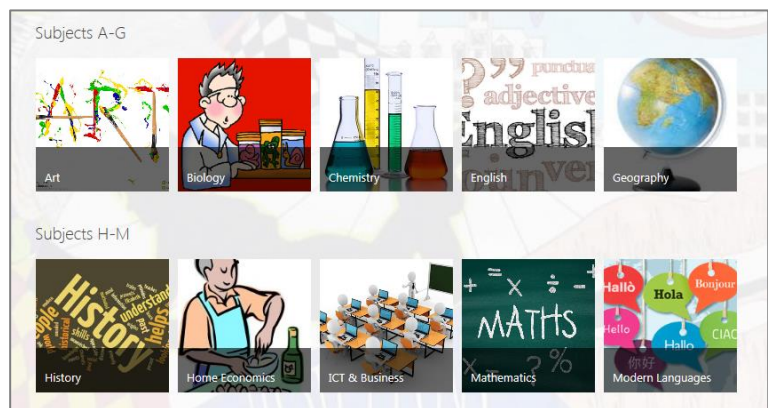
STAFF ADMINISTRATION

This is an area for Staff only. You cannot access this area.

WEBSITE

The long established school website provides many interesting historical facts and photographs. Educational resources are no longer added to this website. The direct website address is www.kilmarnockacademy.co.uk.

5. Subject Sites

Your teacher will direct you in the use of their individual *Subject Site*.

These are still being developed and are to aid and enhance your learning experience at Kilmarnock Academy. **We want to provide access to many educational resources including homework, class notes, SQA guidance, revision material, past paper questions and links to relevant websites.**

Each *Subject Site* will be set up slightly differently but they all should have links along the top to navigate to additional pages such as *S1*, *S2*, *S3*, *Nationals*, *Higher* and *Advanced Higher*. You should also notice a link called *KA Home* which will take you back to the main *School Site*.

Here is the *S2 page* from the *Mathematics Site*. A bit like Twitter, you can *follow* your teachers and each site to be kept up-to-date in your newsfeed by clicking on ☆ **FOLLOW**.

Compare this to the home page of the *Library Site*:

Can you spot the similarities? Can you spot the differences?

6. My Site *(OneDrive)*

Office 365 (My Site) provides a place to store your schoolwork, including documents, images and music recordings etc. This is a personal cloud storage space called *OneDrive*. You can access it from any computer or tablet device.
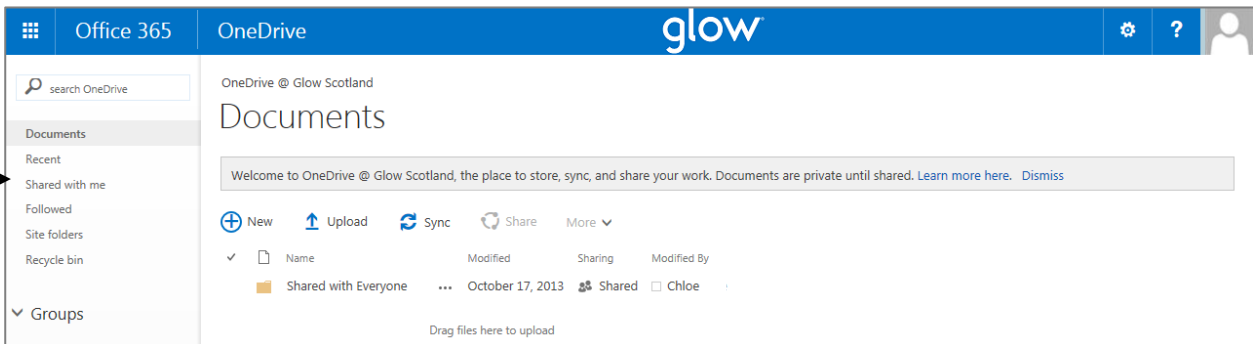
Please think very carefully about how you want to manage your files so you can easily locate material as you add to it.

From here you can choose to share material with your classmates and your teacher, or keep it private.

If files have been shared with you, find them by clicking on **Shared with me**.

7. Finally

Glow provides an exciting opportunity to use new technology in the classroom and wider learning environment. Access is available on PC's, laptops, tablets including iPad, and Smartphones. A number of Apps are available to download for free for iPhone, Android and Windows.

If you need more help with Glow, please ask your teachers or the librarian.

Help is always available at Kilmarnock Academy. ☺